

**TOWN COUNCIL
WORK SESSION MEETING**

Monday, April 6, 2020
7:30 pm
Municipal Building

Agenda

- I. Call to Order
- II. Roll Call
- III. Moment of Silence
- IV. Pledge of Allegiance to the Flag of the United States of America
- V. Approval of Agenda
- VI. Approval of the Consent Agenda
 - a. Minutes from March 18, 2020
- VII. Public Period (limit 2 minutes)
- VIII. Reports
 - a. Treasurer
 - b. Public Works Director
 - c. Circuit Rider
 - d. Code Enforcement
 - e. Ombudsman
 - f. Police Chief
 - g. Town Administrator
- IX. Councilmember/Mayor Report
 - a. Ward I
 - b. Ward II
 - c. Ward III
- X. Legislation
- XI. New Business
- XII. Adjournment

**Town of Forest Heights
Treasurer's Report
April 1, 2020**

	Bank Acct Balance
	<u>03/31/2020</u>
TD Bank General Fund	393,790.80
TD Bank Rainy Day Fund	157,132.40
TD Bank Speed Camera	2,913,427.22
TD Bank Municipal Money Market	213,664.59
	<u>3,678,015.01</u>

General Fund Highlights:

1. Real Estate Tax distribution - \$7,332.00
2. Local Income Tax distribution - \$5,949.61
3. Highway User distribution - \$16,823.49
4. Waste Rebate - \$1,999.00
5. MD Dept of Planning Census Grant distribution - \$23,600.00
6. GOCCP Grant distribution - \$12,353.00
7. LGIT loss proceeds on police vehicle - \$18,950.00

The Town of Forest Heights

Department of Public Works

Larry D. Vaughn, Director

April 4, 2020

Town Appearance:

- Maintenance and up keep of the Community Park next to Henry's
- Daily Trash pickup on both sides of the town
- Monthly inspection of the Tot Lot
- Patching of potholes
- Reporting of Street light outages
- Leaf Pick up
- Cleaning storm drains and curbs of leaves and grass
- Cutting/removal of fallen trees
- Maintaining the Pet Waste Stations
- Monitoring of the Bigbelly Trash Compactors

Town Infrastructure:

- **N. Huron Dr.**
 - Spending time each day as Erosion and Sediment Control manager for TOFH along with Pennoni
 - Meeting with Jonathan Brown (Dist. 3 Eng. SHA) on site (2/27/20)
- Pavement Corporation has temporarily suspended sealcoating the front parking lot for 5/9/20 due to the COVID-19
- **Sachem Drive – Hill:**
 - Needing to send out an RFP

Building Infrastructure:

606 Modoc

- In planning stage for now
- POD rented to house donated furniture during 606 Modoc's construction (**on going**)
- Temporary safety fence around construction project at 606 Modoc La. (**on going**).
- Grant Baxter of Baxter Floors sent cost proposal for Hardwood floors
- Final selection for Contractor to Mill and Resurface Town rear parking Lot

The Town of Forest Heights

Department of Public Works

Larry D. Vaughn, Director

Equipment Maintenance

- Checking all equipment for cutting season
- Small chain Saw in for repair (pull cord)
- Polesaw in for repair (broken bracket)
- EXMark Lawnmower in for repair (Belt)
- Two push mowers in for repair (Starting)

Other Areas:

- Answering Resident Communication (numerous)
- Making/receiving phone calls, follow ups and meetings with contractors and vendors
- Calls in to PWD&T to repair pothole on Livingston Rd at Shawnee Dr. (**repaired**)
- Passed Erosion and Sediment Control Certification (Green Card and Yellow Card) from SHA and MDE



Ongoing projects:

- Census Grant: I am asking the Grant manager to allow me to amend my spending narrative to include advertising on iHeart radio station between April 6 and July 31.
- I will be purchasing more T-shirts and challenge coins to round out the spending of the 2020 Complete Count Census Grant funding.
- I have applied for a second Census Grant; the funds have been earmarked for LED signage and installation at the Townhall.
- LED streetlight project, moving forward with the demonstration site and investigating ways to finance the project with a minimal of expenditure from the general fund.
- I have applied for an AARP Grant for the purchase and partial installation of (6) low impact exercise equipment to be placed about the town. Answer due in June.
- Moving forward with the stormwater Grant to be used on five homes on Ralph Dr. NFWF. I believe this to be an ongoing project for homeowners in the town.
- Pepco energy project. Justin Deckert represents Pepco's energy saving program and Tony Ruffin represents Pepco's charging station program, we are moving forward with the project of installing Electric vehicle charging stations on town property.
- Solar panel upgrades will be made to the panels at 606 Modoc as soon as construction starts on the building.
- I have received word from Mr. M Kamara who is a representative of EW Pros trade alliance with Pepco. The town has been approved to have all the lights in the Townhall upgraded including the fixtures and an additional 2 wall pack lights in the back-parking lot Installed at no cost to the town. The lights in the town hall are 5 1/2-year-old technology. I am also investigating whether this project can be extended to 606 Modoc as part of the town complex.

This is a work in progress, there is the slightest of possibilities that the (LED demo street light project) six streetlights and the cost of upgrading may be included as part of this grant.

CODE ENFORCEMENT REPORT MARCH 2020

Date	Transaction Type	Amount	Position	Location
3/3/2020	Civil Citation	\$1,300.00	pending	5506 Shawnee Dr
3/4/2020	Civil Citation	\$250.00	pending	5905 Shoshone Dr
3/10/2020	Civil Citation	\$450.00	pending	5702 Black Hawk Dr
3/17/2020	C.Building Permit	\$275.18	paid	126 Iroquois Way
3/23/2020	T.Building Permit	\$50.00	paid	6002 Terrell Ave

Total: \$2,325.18

TOWN OF FOREST HEIGHTS
AUTOMATED SPEED ENFORCEMENT OMBUDSMAN
March 2020
Ombudsman Report
Ronald B Govan

For the month of March, the Town of Forest Heights had

- **3** Transfer of liability
- **6** Late fee requested
- **3** Late fee requests granted
- **4** Cancel citation
- **10** Flag Release

FOREST HEIGHTS POLICE DEPARTMENT MARCH REPORT

Incident Type	Total
911 DISCONNECT	22
ACCIDENT	3
ANIMAL COMPLAINT	1
ASSIST	4
ASSIST FIRE EMS	2
CHECK WELFARE	4
CHECK WELFARE COMBINED	5
DEATH REPORT	1
DISORDERLY	18
DOMESTIC	6
DOMESTIC STANDBY	1
DOMESTIC W/ WEAPON	1
FAMILY DISPUTE	5
GUNSHOTS	3
HIT AND RUN	2
MISC POLICE INCIDENT	10
OPEN DOOR WINDOW	1
PEDESTRIAN STRUCK COMBINED	1
PREMISE CHECK	137
PROPERTY DAMAGE	2
REPORTED CIT ROBBERY	1
RESIDENTIAL ALARM	4
RESIDENTIAL PANIC ALARM	1
STOLEN VEH	1
SUBJECT STOP	2
SUSPICIOUS AUTO	2
SUSPICIOUS OCC AUTO	4
SUSPICIOUS PERSON	10
THEFT FROM AUTO	1
THEFT J O	1
THEFT REPORT	2
THREATS COMPLAINT	1
TRAFFIC COMPLAINT	7
TRAFFIC HAZARD	1
TRESPASSING COMPL	1
UNKNOWN TROUBLE	14
VANDALISM	6
WARRANT SERVICE	1
Total Calls -->	289

Fortitude Honor Peacemaker Devoted

STATISTICAL REPORT

Traffic Citations-190

Equipment Repair Orders-15

Arrest-3

Impounds-17

Reports-25

Town Administrator Town Council Report for April 6, 2020

Coronavirus Update

Below is a list of the actions and precautions taken by Mayor Muhammad to help the employee staff and the general public avoid exposure and combat the Coronavirus.

1. All mass social gatherings have been cancelled at Town Hall effective 3.12.20 until further notice.
2. Town Hall building is closed to the general public and staff effective 3.16.20 until further notice. (only essential staff has access to building)
3. Town Council meetings and other municipal gatherings will be held remotely by teleconference until further notice.
4. Daily sanitizing and wipe-down of common areas in Town Hall building currently taking place to minimize exposure to Coronavirus. (on-going)
5. Hands-free paper towel and soap dispensers have been installed in all Town Hall bathrooms.
6. Daily monitoring and coordinating with State and County authorities with respect to the dissemination of **unified** information to citizens is taking place through staff, Town Website, webinars, social media, etc. (this minimizes rumors and erroneous information passed on to the public.)
7. Teleworking protocol has been implemented for all non-essential Town employees until further notice.
8. Prior to closing Town Hall building to staff, Department supervisors were on alert for their employees who might show symptoms of the virus; sent those employees home/to doctor immediately.
9. Hospitals known (as of 3.10.20) to be available for virus testing and treatment: Southern Maryland Hospital, Holy Cross Hospital, Anne Arundel Medical Center.
10. Police Chief has mandated a temporary "Response Mode" policy for Forest Heights Police Officers. (i.e. minimum self-initiated policing activities unless extremely necessary until further notice to limit officer exposure to virus.)
11. Police Chief has developed and implemented a Coronavirus Response & Exposure Plan for his officers.
12. Coronavirus precautionary and update information is constantly added to Town Website and social media to keep citizens up to date concerning outbreak issues.
13. Town of Forest Heights has joined "Connections", which is an on-line community of (MML) Maryland municipalities that share daily Coronavirus information, ideas and best practices to learn from and help each other.
14. The Mayor has posted her "Message from Mayor Muhammad" to the public regarding the Coronavirus on the Town website and social media.
15. Staff is taking this opportunity to update the Town Continuity of Operations Plan (COOP), particularly as it relates to pandemic events.

16. Contact phone numbers for Town Hall department representatives have been posted on doors at Town Hall and on Town website to allow citizen access to staff if needed while the building is closed.

Please contact me at 301-792-1760 or lrobinson@forestheightsmd.gov if you have questions about the above information.

Harbor View Project Support Letter

At the request of Petra Development and on behalf of the Town, Mayor Muhammad recently submitted a letter of support for the proposed Harbor View mixed use development project to Prince George's County. The letter was sent to be included as testimony in support of the project at the Joint Public Hearing of the Prince George's County Planning Board and District Council originally scheduled for March 23rd. Although this meeting was postponed due to the Coronavirus outbreak, the support letter has been included in the record for a future hearing when it takes place.

For your information and review, said letter is attached at the end of my report.

Please let me know if you have any questions.

New Forest Heights Police Officers on Board

In conjunction with Council Resolutions 14-20 and 15-20 passed by the Town Council at the March 18th regular meeting, the Town of Forest Heights Police Department has hired two new police officers:

1. Officer Christian Suite is a 25-year old male living in New Carrollton Maryland. He graduated from the Prince George's County Police Academy in 2017 and has worked as a Deputy Sheriff and Sheriff Cadet before joining the Forest Heights Police Department. Mr. Suite has an Associate Degree in Criminal Justice from Prince George's Community College and has completed undergraduate course work in Criminal Justice at the University of Baltimore.

2. Officer Ocie Miller is a 25-year old male residing in Capital Heights, Maryland. He is currently enrolled in the Arundel Community College Municipal Police Academy where he will receive his Associates Degree in Criminal Justice and entry level Police Academy Certificate of Completion.

Mr. Miller also has extensive experience with the Marlow Heights, Maryland Special Police where he rose to the rank of Sergeant.

Both gentlemen are welcomed additions to the Police Department!

RESOLUTION 16-20
THE TOWN OF FOREST HEIGHTS

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT ON BEHALF OF THE TOWN OF FOREST HEIGHTS FOR MILLING AND RESURFACING OF THE TOWN HALL ASPHALT, REAR, PARKING LOT PURSUANT TO BID NUMBER FHRFB 04-19

Introduced By: Mayor Habeeb-Ullah Muhammad

WHEREAS, the Town Council has authority to approve contracts and procurements pursuant to the Town Charter, Section 33-63, and Town Code, Section 20.4; and

WHEREAS, the Public Works Director has obtained competitive bids or proposals from several vendors who responded to Bid Number FHRFB 04-19; and

WHEREAS, the Notice to Bidders for Bid No. FHRFB 04-19 requested proposals to (i) remove/mill off a minimum of 2 ½" of asphalt pavement and replace with a minimum of 1-3" of hot ix asphalt, (ii) remove and dispose of all debris and replace stripping and markings, and (iii) have all materials comply with MDOT and DPW&T regulations unless otherwise approved; and

WHEREAS, The American Asphalt Paving Co., LLC of Baltimore, Maryland has submitted a timely and sufficient bid package dated 2/24/20 including project references, affidavits, certifications, acknowledgements, completed bid cost form, certificate of liability form, and evidence of good standing with SDAT; and

WHEREAS, Town staff has reviewed the bids and finds that the American Asphalt Paving Co., LLC offers the lowest or best bid, quality of goods and work, time of delivery or completion, and responsibility of bidders being considered.

NOW THEREFORE BE IT RESOLVED, that the Town Council hereby approves the bid with completed Bid Cost Form and other referenced documents of The American Asphalt Paving Co., LLC of Baltimore, Maryland dated 2/24/20, subject to the conditions of insurance and waiver stated herein, regarding for milling and resurfacing of the Town Hall asphalt, rear, parking lot pursuant to Bid Number FHRFB 04-19, in the amount of \$ 26,940.00 with an option to remove and replace asphalt curb (150 LF) for an additional amount of \$3,150.00, attached hereto and incorporated herein.

AND BE IT FURTHER RESOLVED, that consideration for the above contract shall be appropriated and paid for from Line Item 7223 of the FY 2020 Budget.

AND BE IT FURTHER RESOLVED, that prior to the Mayor signing the approved proposal or contract the authorized representative of said company or firm shall provide a certificate of good standing and proof of insurance indemnifying the Town, to the satisfaction of the Town Administrator, and that the Contractor shall agree by signing a release and waiver that it will provide and maintain at all times during the term of this agreement, or any other contract it

RESOLUTION 16-20
THE TOWN OF FOREST HEIGHTS

has with the Town, such insurance coverage (Commercial General Liability, Business Automobile Liability, and Workers' Compensation) to adequately protect the Town or as otherwise required by law and that the Contractor shall cover any claim that may arise while engaged in work under any agreement with the Town;

AND, BE IT FURTHER RESOLVED, that the Town Council of Forest Heights, Maryland hereby authorizes and approves the Mayor on behalf of the Town to execute any other related instrument or document necessary to carry out the intent of this Resolution.

AND, BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage.

PASSED this ____ day of April 2020.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland.

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD

KENNEDY II

NOBLE

BARNES

HINES

WASHINGTON

ATKINSON

ATTEST:

MAYOR AND COUNCIL OF THE TOWN OF
FOREST HEIGHTS, MARYLAND

Sherletta Hawkins, Town Clerk

Habeeb-Ullah Muhammad, Mayor

Calvin Washington, Council President

CERTIFICATION

RESOLUTION 16-20
THE TOWN OF FOREST HEIGHTS

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the ____ day of April 2020 with ____ Aye votes and ____ Nay vote the aforesaid Resolution __-20 passed.

Sherletta Hawkins, Town Clerk

Exhibit – Awardee Bid for Bid Number FHRFB 04-19

**ANTI-BRIBERY, NON-COLLUSION, FINANCIAL DISCLOSURE
AND PROCUREMENT AFFIDAVIT**

AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT:

I am the [title] Managing Member and the duly authorized representative of [Contractor] The American Asphalt Paving Co., LLC and that I possess the legal authority to make the Affidavit on behalf of myself and the Contractor for which I am acting.

AFFIRMATION REGARDING BRIBERY CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above Contractor (as is defined in Section 16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies (as is defined in section 16-101(f) of the State Finance and Procurement Article of the Annotated Code of Maryland), has been convicted of, or has had a probation before judgment imposed pursuant to Article 27, Section 641 of the Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law or of the law of any other state or federal law, except as follows [indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of persons) involved, and their current positions and responsibilities with the Contractor]: none

AFFIRMATION REGARDING OTHER CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above Contractor, or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies, has:

- (1) been convicted under state or federal statute of a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract, fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property;
- (2) been convicted of any criminal violation of a state or federal antitrust statute;
- (3) been convicted under the provision of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organization Act, 18 U.S.C. 1961, et seq., or the Mail Fraud

Act, 18 U.S.C. 1341, et seq., for acts arising out of the submission of proposals or proposals for a public or private contract;

(4) been convicted of a violation of the State Minority Business Enterprise Law, Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland;

(5) been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any law or statute described in subsection (1), (2), (3), or (4) above;

(6) been found civilly liable under a state or federal antitrust statute for acts or omission in connection with the submission of proposals or proposals for a public or private contract;

(7) admitted in writing or under oath, during the course of an official investigation or other proceeding, act or omissions that would constitute grounds for conviction or liability under any law or statute described above, except as follows [indicate reasons why the affirmation cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) or the person(s) involved and their current positions and responsibilities with the Contractor, and the status of an debarment]: *none*

AFFIRMATION REGARDING DEBARMENT

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above Contractor, or any or its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, **except as follows** [list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the persons(s) involved and their current positions and responsibilities with the Contractor, the grounds for the debarment or suspension, and the details of each person's involvement in any activity that formed the ground for the debarment or suspension]; *none*

AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES

I FURTHER AFFIRM THAT:

1. The business was not established, and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Section 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and

2. The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, **except as follows** [indicate the reason(s) why the affirmations cannot *none*

SUB-CONTRACT AFFIRMATION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above Contractor, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

AFFIRMATION REGARDING COLLUSION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above Contractor has:

1. Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying proposal or offer that is being submitted;
2. In any manner, directly or indirectly, entered into any agreement of any kind to fix the proposal price or price proposal of the bidder or offer of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying proposal or offer is submitted.

POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above Contractor will comply with the provisions of Article 33, Sections 30-1 through 30-4 of the Annotated Code of Maryland, which require that every person that enters into contracts, leases, or other agreements with the State of Maryland, including its agencies or a political subdivision of the State, during a calendar year under which the person receives in the aggregate \$100,000 or more shall, on or before February 1 of the following year, file with the Secretary of State of Maryland certain specified information to include disclosure of political contributions in excess of \$500 to a candidate for elective office in any primary or general election.

DRUG AND ALCOHOL-FREE WORKPLACE

I CERTIFY THAT:

1. By submission of its proposal or offer, the Contractor, if other than an individual, certifies and agrees that, with respect to its employees to be employed under a contract resulting from this solicitation, the Contractor shall:

- (a) Maintain a workplace free of drug and alcohol abuse during the term of the contract;

- (b) Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of drugs, and the abuse of drugs or alcohol is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violation of these prohibitions;
- (c) Prohibit its employees from working under the influence of drugs or alcohol;
- (d) Not hire or assign to work on the contract anyone whom the Contractor knows, or in the exercise of due diligence should know, currently abuses drugs or alcohol and is not actively engaged in a bona fide drug or alcohol abuse assistance or rehabilitation program;
- (e) Promptly inform the appropriate law enforcement agency of every drug-related crime that occurs in its workplace if the Contractor has observed the violation or otherwise has reliable information that a violation has occurred;
- (f) Establish drug and alcohol abuse awareness programs to inform its employees about;
 - (i) The dangers of drug and alcohol abuse in the workplace;
 - (ii) The Contractor's policy of maintaining a drug and alcohol-free workplace;
 - (iii) Any available drug and alcohol counseling, rehabilitation, and employee assistance programs; and
 - (iv) The penalties that may be imposed upon employees who abuse drugs and alcohol in the workplace;
- (g) Provide all employees engaged in the performance of the contract with a copy of the statement required by subsection 2(b), above;
- (h) Notify its employees in the statement required by subsection 2(b), above, that as a condition of continued employment on the contract, the employee shall:
 - (i) Abide by the terms of the statement; and
 - (ii) Notify the employer of any criminal drug or alcohol abuse conviction for an offense occurring in the workplace not later than 5 days after a conviction;
- (i) Notify the Procurement Officer within ten (10) days after receiving notice under subsection 2(h)(ii), above, or otherwise receiving actual notice of a conviction;
- (j) Within 30 days after receiving notice under subsection 2(h)(ii), above, or otherwise receiving actual notice of a conviction, impose either of the following sanctions or remedial measures on any employee who is convicted of a drug or alcohol abuse offense occurring in the workplace;
 - (i) Take appropriate personnel action against an employee, up to and including termination; or

- (ii) Require an employee to satisfactorily participate in a bona fide drug or alcohol abuse assistance or rehabilitation program; and
- (k) Make a good faith effort to maintain a drug and alcohol-free workplace through implementation of subsection 2(a)-(j), above.

2. If the Contractor is an individual, the individual shall certify and agree as set forth in subsection 4, below, that the individual shall not engage in the unlawful manufacture, distribution, dispensing, possession, or use of drugs or the abuse of drugs or alcohol in the performance of the contract.

CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT

I FURTHER AFFIRM THAT:

1. The Contractor named above is a domestic ✓, foreign _____, corporation registered in accordance with the Corporations and Associations Article, Annotated Code of Maryland, and that it is in good standing and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation, and that the name and address of its resident agent filed with the State Department of Assessments and Taxation is:

Name Theodore Offit
Address 8171 Maple Lawn Blvd. Ste 200
Maple Lawn, MD 20759
(If not applicable, so state: _____)

2. Except as validly contested, the Contractor has paid, or has arranged for payment of, all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessment and Taxation, and the Department of Economic and Employment Development, as applicable and will have all withholding taxes due the State of Maryland prior to final settlement.

CONTINGENT FEES

I FURTHER AFFIRM THAT:

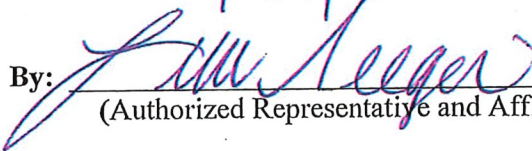
The Contractor has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Contractor, to solicit or secure the contract, and that the Contractor has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of the contract.

ACKNOWLEDGMENT

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Town's procurement officer/supervisor and may be distributed to units of (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract construed to supersede, amend, modify, or waive, on behalf of the State of Maryland or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with respect to any misrepresentation made or any violation of the obligations, terms, and covenants undertaken by the above Contractor with respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: 2/24/20

By: 
(Authorized Representative and Affiant)

BID COST FORM

BID NO.: FHRFB 5-18: The Town of Forest Heights Milling and Resurfacing of Town Hall
Asphalt Rear Parking Lot

COST SUMMARY

a. 5508 Arapahoe Dr., Forest Heights, MD 20745

- Mill 2 1/2 inches of existing asphalt pavement and to resurface with 2-3 inches of Hot mix asphalt.
- Replace all striping and markings
- Remove and dispose of all debris

ITEM

Scope of work as stated above
approximate area 1,406 S.Y.

COST

\$26,940.00

TOTAL COST:

add option - remove + replace asphalt curb - \$3,150.00
(150 L.F.)

List of the last five (5) or similar projects and/or references (attach extra pages if needed):

Lisa Seeger
Signature

Managing Member
Title

Lisa Seeger
Print Name

The American Asphalt
Company
Paving Co., LLC

The American Asphalt Paving Co., LLC

1100 North Macon Street
Baltimore, Maryland 21205

All types of Asphalt
and Concrete Paving

Phone: (410) 477-4406
Fax: (410) 477-2946

Project References

Road and Parking Lot Resurfacing at Greenbrier State Park (2019)

Road and parking lot resurfacing
Contract Amount \$321,514.27

Maryland Department of Natural Resources
12500 Pleasant Valley Road
Flintstone, MD 21530
Mr. B. Leroy Mann 301-777-2349

SECU (2019)

Mill and overlay
Contract Amount \$579,130.20

SECU
971 Corporate Boulevard
Linthicum, MD 21090
Mr. Mark Smith 443-336-6916

Roadway Repairs and Repaving at Various Locations - Town of Poolesville (2019)

Mill and overlay
Contract Amount \$ 410,553.59

Clark Azar & Associates
20440 Century Boulevard, Suite 220
Germantown, MD 20874
Mr. John Strong 301-528-2010

7151 Columbia Gateway Drive (2019)

Mill and overlay
Contract Amount \$55,600.00

Abrams Development Group Inc.
8601 Robert Fulton Drive
Columbia, MD 21046
Mr. Dylan Karlin



Overlea High School (2019)

Construction and refurbishment of several parking lots and roads

Contract Amount \$1,009,974.86

Baltimore County Public Schools

9610 Pulaski Park Drive

Baltimore, MD 21220

Mr. Eugene Vurgaftman 410-887-6301

McDonald's -Laurel, MD (2018)

Asphalt Paving

Contract Amount \$160,640.00

Venture Construction Company

151 Le Gordon Drive

Midlothian, VA 23114

Mr. Chris Siderio 804-379-3610

**Miscellaneous Sites in Prince George's County (Tennis Courts, Basketball Courts,
& Parking Lots) FY'18 (2018)**

Bituminous Paving

Contract Amount \$1,500,325.50

The Maryland National Capital Park & Planning Commission

6600 Kenilworth Avenue

Riverdale, MD 20737

Mr. Tom Baxter 301-780-2315

Royal Farms Store – Upper Marlboro, MD (2018)

Asphalt Paving

Contract Amount \$212,760.00

Hopkins & Wayson, Inc.

601 Keith Lane

Owings, MD 20736

Mr. Steve Shaffer 301-855-3303





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/22/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER HMS Insurance Associates, Inc. 20 Wight Ave Suite 300 Hunt Valley MD 21030	CONTACT NAME: Karen Carmen	
	PHONE (A/C, No, Ext): 443-632-3371	FAX (A/C, No): 443-632-3497
	E-MAIL ADDRESS: kcarmen@hmsia.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Harford Mutual Insurance Co	14141
	INSURER B: Firstline National Insurance Company	40100
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

INSURED
The American Asphalt Paving Co. LLC
1100 North Macon Street
Baltimore MD 21205

AMERASP-01

COVERAGES

CERTIFICATE NUMBER: 873928676

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:		9190937	2/1/2020	2/1/2021	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$15,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$3,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		6074642	2/1/2020	2/1/2021	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		7986586	2/1/2020	2/1/2021	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	4094241	2/1/2020	2/1/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
B A	Leased/Rented Equipment Hired Auto Physical Damage		9190937 6074642	2/1/2020 2/1/2020	2/1/2021 2/1/2021	\$500 ded \$1,000 comp/coll 280,000 \$150,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Sample	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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THE AMERICAN ASPHALT PAVING CO., LLC: W12299509

Department ID Number:

W12299509

Business Name:

THE AMERICAN ASPHALT PAVING CO., LLC

Principal Office:1100 NORTH MACON STREET
BALTIMORE MD 21205**Resident Agent:**THEODORE A. OFFIT
SUITE 200
8171 MAPLE LAWN BOULEVARD
MAPLE LAWN MD 20759**Status:**

ACTIVE

Good Standing:

THIS BUSINESS IS IN GOOD STANDING

Business Type:

DOMESTIC LLC

Business Code:

20 ENTITIES OTHER THAN CORPORATIONS

Date of Formation/ Registration:

12/21/2007

State of Formation:

MD

Stock Status:

N/A

Close Status:

N/A



Town of Forest Heights

5508 ARAPAHOE DRIVE
FOREST HEIGHTS, MARYLAND 20745-1998
(301) 839-1030 Fax (301) 839-9236

Habeeb-Ullah Muhammad
Mayor

MEMORANDUM

To: Mayor and Council

From: Leittia Vaughn 

Date: April 4, 2020

Re: FY 2020 Budget Amendment Summary

Below is a summary of the Budget Amendment submitted for consideration during the Work Session.

1. Town received \$18,950 from LGIT for the loss on a PD vehicle. The proceeds are recorded to Sale of Fixed Asset as revenue and are being offset to line item 7074 Law Enforcement Equipment – Capital.
2. The funding for the Local Impact Grant of \$120,000 is being transferred from Restricted Funds to the Public Safety Department and has been allocated throughout the department to various line items to fulfill the grant proposal – see attached.
3. The Unassigned Fund Balance line items in both Revenues and Expenditures have been increased in the amount of \$238,392 to reflect the increase in the unassigned fund balance recorded in the FY 2019 Audit.



Town of Forest Heights

5508 ARAPAHOE DRIVE
FOREST HEIGHTS, MARYLAND 20745-1998
(301) 839-1030
Fax (301) 839-9236

Habeeb-Ullah Muhammad
Mayor

COUNCIL MEMBERS

Calvin Washington – Ward I
Robert O. Barnes – Ward I
Jonathon Kennedy II – Ward II
Clifton Atkinson – Ward II
Taunya Hines – Ward III
Paula Noble – Ward III

Forest Heights Local Impact Grant Proposal FY2020

Funding received through the State of Maryland's Video Lottery Terminal (VLT) program will contribute to Forest Heights' annual budgeting operations for FY2020. The Town of Forest Heights has procured \$120,000 in funding in the form of a local impact grant. The Town proposes to put this money toward law enforcement upgrades, as broken down in the following 3 categories:

1. Law Enforcement Vehicle Replacement Program
2. Round-the-Clock Police Patrol
3. Personnel & Technology Training Programs and Equipment

USE OF LOCAL IMPACT GRANTS	FY2020
1. Law Enforcement Vehicle Replacement Program	\$40,000

Law Enforcement Vehicle Replacement Program – The Town of Forest Heights has been looking to amend the way it updates its police vehicle fleet. Currently, the Town pays for the process of upfitting purchased vehicles to meet the technological standards of a police vehicle in the State of Maryland. The Law Enforcement Vehicle Replacement Program would grant money for vehicles that are slightly used but, have already been upfitted for the purposes of law enforcement, without the involvement of a third party.

USE OF LOCAL IMPACT GRANTS	FY2020
1. Round-the-Clock Patrol Initiative	\$40,000

Round-the-Clock Patrol Initiative – Currently, the Town of Forest Heights lacks the resources to maintain a 24/7 patrol presence. A Round-the-Clock Patrol Initiative would provide the Town with additional personnel and resources to ensure a continuous public safety presence in the community.

USE OF LOCAL IMPACT GRANTS		FY2020
1. Personnel & Technology Training Programs and Equipment		\$40,000

Personnel & Technology Training Programs and Equipment– These funds will be used to upgrade much of the Town's police force technology to improve accuracy and dependability. In the same regard, new technology or resources that require training will be covered under this \$40,000 to provide the force with up-to-date knowledge and practice of modern policing. Funds in this category would also be used to acquire necessary equipment such as weaponry, vests and the like for police officers, particularly for new hires.

**MAYOR AND COUNCIL
THE TOWN OF FOREST HEIGHTS**

RESOLUTION 17- 20 – Fiscal Year 2020 Budget Amendment

INTRODUCED BY: Mayor Habeeb-Ullah Muhammad

ENACTED: April 15, 2020

A resolution to amend sums and amounts for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020.

Section 1. The general purpose of the Resolution is to amend sums and amounts appropriated for the 2019 - 2020 Budget of the Town of Forest Heights, Maryland in the following areas of the General Fund.

Section 2. BE IT RESOLVED by the Mayor and Town Council of the Town of Forest Heights, Maryland that the sums and amounts appropriated are hereby amended for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020, to defray expenses and operations costs for the Town of Forest Heights as follows:

NOW, BE IT RESOLVED, that Revenue line item 6085 Unassigned Fund Balance (R) be increased in the amount of \$238,392 and that Expenditure line item 9999 Unassigned Fund Balance (E) be increased in the amount of \$238,392; and that Revenue line item 6028 Sale of Fixed Assets be increased in the amount of \$18,950 and that Expenditure line item 7269 Salary – Police Officer be added in the amount of \$13,000 and that Expenditure line item 7270 Salary – Police Officer be added in the amount of \$13,000 and that Expenditure line item 7171 FICA be increased in the amount of \$2,000 and that Expenditure line item 7168 Health Insurance be increased in the amount of \$3,600 and that Expenditure line item 7169 Life/Disability Insurance be increased in the amount of \$400 and that Expenditure line item 7167 Workers Compensation be increased in the amount of \$3,000 and that Expenditure line 7066 New – Uniform Issue be increased in the amount of \$2,000 and that Expenditure line item 7170 Retirement be increased in the amount of \$1,600 and that Expenditure line item 7074 Law Enforcement Equipment – Capital be increased in the amount of \$100,350 and that Expenditure line item 7380 Local Impact Grant be decreased in the amount of \$120,000.

REVENUES

GENERAL FUND REVENUES

Town Real Estate Taxes - Noncommercial	\$936,668.00
Town Real Estate Taxes - Commercial	\$63,128.00
Town Real Estate Taxes – Rented Residential	\$99,894.00
Income Taxes	\$210,300.00
Other Taxes	\$84,000.00

**MAYOR AND COUNCIL
THE TOWN OF FOREST HEIGHTS**

RESOLUTION 17- 20 – Fiscal Year 2020 Budget Amendment

Trash Fee	\$164,149.00	
INTERGOVERNMENT	\$800,985.00	
LICENSES & PERMITS	\$13,700.00	
TOWN SERVICES	\$8,596.00	
SPEED CAMERA	\$1,480,000.00	
OTHER REVENUES	\$161,936.00	\$180,886.00
OTHER FINANCING	\$1,000,000.00	
FUND BALANCE	\$2,138,876.00	\$2,377,268.00
TOTAL BUDGETED REVENUES	\$7,162,232.00	\$7,419,574.00

EXPENDITURES

GENERAL GOVERNMENT	\$70,160.00	
ADMINISTRATION	\$324,620.00	
NON-DEPARTMENTAL	\$240,654.00	
PUBLIC SAFETY	\$982,906.00	\$1,121,856.00
PUBLIC WORKS	\$422,540.00	
SPEED CAMERA		
Direct Speed Camera Cost	\$780,935.00	
State Revenue	\$175,000.00	
Allowable Expenses	\$15,200.00	
STREET IMPROVEMENTS	\$802,154.00	
TRASH SERVICES EXPENSE	\$170,909.00	
CAPITAL IMPROVEMENTS	\$404,641.00	
MUNICIPAL BUILDING EXPENSE	\$412,980.00	
STREET LIGHTING EXPENSE	\$42,000.00	
TOTAL SPECIAL PROGRAM EXPENSE	\$46,325.00	
GRANTS – RESTRICTED FUNDING	\$599,200.00	\$479,200.00
FUND BALANCE	\$1,672,008.00	\$1,910,400.00
TOTAL BUDGETED EXPENDITURES	\$7,162,232.00	\$7,419,574.00

AND BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon passage.

**MAYOR AND COUNCIL
THE TOWN OF FOREST HEIGHTS**

RESOLUTION 17- 20 – Fiscal Year 2020 Budget Amendment

PASSED this 15th day of April 2020.

<u>ROLL CALL VOTE</u>	<u>YEA/NAY/ABSTAIN/ABSENT</u>
MUHAMMAD	_____
BARNES	_____
HINES	_____
KENNEDY II	_____
ATKINSON	_____
NOBLE	_____
WASHINGTON	_____

I HEREBY CERTIFY that the above Resolution ___ - 20 was passed by the required yea and nay vote of the Mayor and Council of Forest Heights on the 15th day of April 2020.

ATTEST:

THE TOWN OF FOREST HEIGHTS

Sherletta Hawkins, Town Clerk

By: _____
Habeeb-Ullah Muhammad, Mayor

By: _____
Calvin Washington, Council President

THE TOWN OF FOREST HEIGHTS

RESOLUTION 18-20

**A RESOLUTION TO PURCHASE 5 POLICE MOTOROLA PORTABLE RADIOS FROM
MOTOROLA SOLUTIONS INC FOR THE POLICE DEPARTMENT**

Introduced by: Mayor Habeeb-Ullah Muhammad

WHEREAS, the Town Charter, § 33-63(f) authorizes the Town to forego the normal procurement process through cooperative purchasing in certain cases where another government entity has already made a competitive purchase of said item and therefore the Mayor and Council may, without soliciting bids, purchase the item in question at the bid price from the successful bidder, if the Mayor and Council determines that the bid price is competitive, and

WHEREAS, the Town Charter, § 33-63(g) further authorizes the Mayor and Council by a two-thirds vote to waive the competitive bidding requirements of said Charter section for good cause shown for sole source procurements of unique products and services, and that written findings as to the basis of such waiver shall be placed in the journal of the Council's proceedings, and

WHEREAS, the Town Ordinance Code, § 20.4(a)(6) states that upon written findings entered the journal, the Mayor and Council may exempt the purchase of a good or service from competitive selection processes when the purchase qualifies as a sole source procurement as a result of several circumstances including: One vendor is the only one qualified or eligible or is quite obviously the most qualified or eligible to provide the good or service or the procurement is of such a specialized nature or related to a specific geographic location that only a single source, by virtue of experience, expertise, proximity, or ownership of intellectual property rights, and could most satisfactorily provide the good or service, and

WHEREAS, the Town of Forest Heights has received funding through the State of Maryland Video Lottery Terminal program by way of a local impact grant, and where the Town has designated funds for police equipment, and

WHEREAS, upon the recommendation and request from the Police Chief, the Mayor and Council desire to purchase 5 portable Motorola police radios from Motorola Solutions Inc. for the increase of Police Officers currently on staff, and

WHEREAS, the Treasurer has certified that the funds are available under line item 7074 and it has been verified that the is a unique provider has made government sales, and the procurement is for items of a specialized nature in accordance with Section 20.4(a)(6) of the Ordinance Code for the Town of Forest Heights, and

NOW THEREFORE BE IT RESOLVED that the Mayor and Town Council of Town of Forest Heights, Maryland hereby authorize the Chief of Police to purchase 5 portable police radios from Motorola Solutions Inc. for a price not to exceed \$22,326.90. This transaction will proceed as further described herein and in the above recitals which are incorporated by reference herein.

AND, BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its passage.

TOWN FOREST HEIGHTS
RESOLUTION 18-20

THE TOWN OF FOREST HEIGHTS

RESOLUTION 18-20

PASSED this ____ day of April 2020.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD

KENNEDY II

NOBLE

BARNES

HINES

WASHINGTON

ATKINSON

I HEREBY CERTIFY that the above Resolution No. 18-20 was passed by the required ye and nay vote of the Mayor and Council of Forest Heights on the ____ day of April 2020.

ATTEST:

THE MAYOR AND COUNCIL OF THE TOWN OF
FOREST HEIGHTS

Sherletta B. Hawkins, Town Clerk

By: _____ (Seal)
Habeeb-Ullah Muhammad, Mayor

By: _____
Calvin Washington, Council President

[Exhibit A]

TOWN FOREST HEIGHTS
RESOLUTION 18-20



Apr. 01, 2020

Price Quote

Prepared By: Diane Hall
410-458-0389
240-581-5707 (fax)

Forest Heights
Chief Anthony Rease

Bill To Address:	Ship to Address:
---------------------	---------------------

Equipment Details and Pricing			
QTY	Model	Description	
APX6000 Portable			
5	H98UCH9PW7_N	APX6000 700/800 MODEL 3.5	
5	Q806	ENH: IMBE ASTRO DIGITAL CAI OPERATION	\$ 4,231.30
5	Q361	ASTRO 25 TRUNKING 9600 SW	
5	H38	ENH: SMARTZONE OPERATION	
5	QA01771	ENH: ENHANCEMENT LEVEL 2	
5	QA00580	ADD: TDMA OPERATION	
5	QA01648	ADD: ADVANCED SYSTEM KEY - HARDWARE KEY	
5	Q58	ENH: 2 YEAR REPAIR SERVICE ADVANTAGE	
5	H122	ANTENNA 7/800 MHZ STUBBY	
5	H112	ALT: DELETE STANDARD ANTENNA	
5	NNTN8863	SINGLE UNIT CHARGER	\$ 143.99
5	PMMIN4062	REMOTE SPEAKER MIC	\$90.09
TOTAL			\$22,326.90

QUOTE TERMS AND CONDITIONS :

Pricing, terms and conditions are based upon Prince George's County, Maryland (ARO No. C-0891-06)
Please reference the contract # on your purchase order.

Please Make Purchase Order out to:

Motorola Solutions Inc.
809 Pinnacle Drive
Linthicum Heights, MD 21090

RESOLUTION 19-20
THE TOWN OF FOREST HEIGHTS

**A RESOLUTION TO PURCHASE A 2014 FORD POLICE INTERCEPTOR SEDAN
AND A 2014 CHEVROLET TAHOE FROM ASIA MOTORS INC**

Introduced by: Mayor Habeeb-Ullah Muhammad

WHEREAS, the Town Charter, § 33-63(f) authorizes the Town to forego the normal procurement process through cooperative purchasing in certain cases where another government entity has already made a competitive purchase of said item and therefore the Mayor and Council may, without soliciting bids, purchase the item in question at the bid price from the successful bidder, if the Mayor and Council determines that the bid price is competitive, and

WHEREAS, the Town Charter, § 33-63(g) further authorizes the Mayor and Council by a two-thirds vote to waive the competitive bidding requirements of said Charter section for good cause shown for sole source procurements of unique products and services, and that written findings as to the basis of such waiver shall be placed in the journal of the Council's proceedings, and

WHEREAS, the Town Ordinance Code, § 20.4(a)(6) states that upon written findings entered the journal, the Mayor and Council may exempt the purchase of a good or service from competitive selection processes when the purchase qualifies as a sole source procurement as a result of several circumstances including: One vendor is the only one qualified or eligible or is quite obviously the most qualified or eligible to provide the good or service or the procurement is of such a specialized nature or related to a specific geographic location that only a single source, by virtue of experience, expertise, proximity, or ownership of intellectual property rights, and could most satisfactorily provide the good or service, and

WHEREAS, the Town of Forest Heights has received funding through the State of Maryland Video Lottery Terminal program by way of a local impact grant and has designated funds to start a vehicle replacement program for the Police Department and purchase slightly used vehicles without the involvement of a third party, and

WHEREAS, upon the recommendation and request from the Police Chief, the Mayor and Council desire to purchase a 2014 Ford Police Interceptor Sedan from Asia Motors Inc. (22,404 miles odometer reading) and have Asia Motors Inc. ship the vehicle to the Police Department, and

WHEREAS, upon the recommendation and request of the Police Chief, the Mayor and Council desire to purchase a 2014 Chevrolet Tahoe from Asia Motors Inc. (22,963 miles odometer reading) and have Asia Motors Inc. ship the vehicle to the Police Department.

RESOLUTION 19-20
THE TOWN OF FOREST HEIGHTS

WHEREAS, the Mayor and Council find that it is prudent and necessary to purchase the 2014 Ford Police Interceptor Sedan and 2014 Chevrolet Tahoe to add to the Police Department fleet to provide the number of vehicles necessary to accommodate Police Department personnel, and

WHEREAS, the Treasurer has certified that the funds are available under line item 7074 and it has been verified that the Asia Motors Inc. is a unique provider has made government sales, and the procurement is for items of a specialized nature in accordance with Section 20.4(a)(6) of the Ordinance Code for the Town of Forest Heights, and

NOW THEREFORE, BE IT RESOLVED that the Mayor and Town Council of Town of Forest Heights, Maryland hereby authorize the Chief of Police to purchase a 2014 Ford Police Interceptor Sedan and a 2014 Chevrolet Tahoe from Asia Motors Inc. for a price not to exceed \$34,800.00. This transaction will proceed as further described herein and in the above recitals which are incorporated by reference herein.

AND, BE IT FURTHER RESOLVED, that the Town Council of Forest Heights, Maryland hereby authorizes and approves the Mayor on behalf of the Town to execute any other related instrument or document necessary to carry out the intent of this Resolution.

AND, BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage.

PASSED this ____ day of April 2020.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland.

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD	_____
KENNEDY II	_____
NOBLE	_____
BARNES	_____
HINES	_____
WASHINGTON	_____
ATKINSON	_____

MAYOR AND COUNCIL OF THE TOWN OF

RESOLUTION 19-20
THE TOWN OF FOREST HEIGHTS

ATTEST:

FOREST HEIGHTS, MARYLAND

Sherletta Hawkins, Town Clerk

Habeeb-Ullah Muhammad, Mayor

Calvin Washington, Council President

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the ____ day of April 2020 with ____ Aye votes and ____ Nay vote the aforesaid Resolution __-20 passed.

Sherletta Hawkins, Town Clerk

[Exhibit]

BILL OF SALE

SELLER		BUYER(S)	
ASIA MOTORS INC 2300 NORTH MANNHEIM RD MELROSE PARK, IL 60164 847-447-3500 Date: 4/02/20 Salesman:		Forest Heights Police Department 5508 Arapahoe Dr Forest Heights, MD 20745 County: Home Phone: 301 839-4040 Work Phone:	
DESCRIPTION OF VEHICLE SOLD		DESCRIPTION OF TRADE-IN(S)	
Stock #: 19036 Make: FORD Body Type: 4DR Tag: VIN: 1FAHP2L87EG171683 Year: 2014 Model: TAURUS Color: GOLD Mileage: 22404		Trade # 1: N/A VIN: Mileage: Trade # 2: N/A VIN: Mileage:	
WARRANTY DISCLAIMER Any warranties on the products sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose and neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products. Seller makes no warranty of any kind, express or implied, as to the merchantability or fitness for a particular purpose of the vehicle covered by this agreement, and buyer understands and agrees that such vehicle, whether new or used is sold "AS-IS" and "WITH ALL FAULTS".		SETTLEMENT	
LIEN HOLDER		Price: 12,500.00 Less Trade Allowance: N/A Difference: 12,500.00 Payoff on Trade-In: N/A Sales Tax: N/A Tag & Title Fee:: N/A Shipping-1: 500.00 Total: 13,000.00 Less Cash Down Payment: N/A Deferred Down Payment: N/A BALANCE REMAINING: 13,000.00	
TAX JURISDICTION BREAKDOWN			
8.500 % 0.00 0.000 % 0.00 0.000 % 0.00 1.000 % 0.00			

CONTRARY LANGUAGE DISCLOSURE The following applies to all vehicles sold as "DEMONSTRATOR" or "USED". The information you see on the window form (entitled "Buyer's Guide") for this vehicle is part of this contract. Information on the window form overrides any contrary provisions in the contract of sale. Buyer hereby acknowledges the presence of the above mentioned window form (BUYER'S GUIDE) on the purchased vehicle at time of delivery and receipt of the original of said form.

WILL NOT PROVIDE ANY LOANER VEHICLE

Buyer _____ Co-Buyer _____
 I UNDERSTAND NO VERBAL AGREEMENT WILL BE HONORED BY DEALER

ALL SALES FINAL

BUYER AGREES THAT HE HAS READ AND UNDERSTANDS THE TERMS AND CONDITIONS AND LIMITATIONS OR LIABILITY SET FORTH HEREIN AND AFFIXES HIS SIGNATURE IN CONFIRMATION OF HIS OFFER.

Buyer _____ Co-Buyer _____
 I UNDERSTAND NO VERBAL AGREEMENT WILL BE HONORED BY DEALER.
 I HAVE RECEIVED A COPY OF MY PURCHASE OPTION CONTRACT ON DELIVERY.

Accepted This Date 4/02/20
 By _____
 Purchase Order must be accepted by an officer or manager of the Company.

BILL OF SALE

SELLER	BUYER(S)																																								
ASIA MOTORS INC 2300 NORTH MANNHEIM RD MELROSE PARK, IL 60164 847-447-3500 Date: 4/02/20 Salesman:	Forest Heights Police Department 5508 Arapahoe Dr Forest Heights, MD 20745 County: Home Phone: 301-839-4040 Work Phone:																																								
DESCRIPTION OF VEHICLE SOLD	DESCRIPTION OF TRADE-IN(S)																																								
Stock #: 19570 Year: 2014 Make: CHEVROLET Model: TAHOE Body Type: 4DR Color: BLACK Tag: Mileage: 22963 VIN: 1GNLC2E07ER185845	Trade # 1: N/A VIN: Mileage: Trade # 2: N/A VIN: Mileage:																																								
SETTLEMENT																																									
WARRANTY DISCLAIMER Any warranties on the products sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose and neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products. Seller makes no warranty of any kind, express or implied, as to the merchantability or fitness for a particular purpose of the vehicle covered by this agreement, and buyer understands and agrees that such vehicle, whether new or used is sold "AS-IS" and "WITH ALL FAULTS". LIEN HOLDER <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <i>3 month / 3000 mile powertrain warranty include</i> </div> <table style="width: 100%;"> <tr> <th colspan="2" style="text-align: center;">TAX JURISDICTION BREAKDOWN</th> </tr> <tr> <td style="text-align: center;">8.500 %</td> <td style="text-align: center;">0.00</td> </tr> <tr> <td style="text-align: center;">0.000 %</td> <td style="text-align: center;">0.00</td> </tr> <tr> <td style="text-align: center;">0.000 %</td> <td style="text-align: center;">0.00</td> </tr> <tr> <td style="text-align: center;">1.000 %</td> <td style="text-align: center;">0.00</td> </tr> </table>	TAX JURISDICTION BREAKDOWN		8.500 %	0.00	0.000 %	0.00	0.000 %	0.00	1.000 %	0.00	<table style="width: 100%;"> <tr> <td style="text-align: right;">Price:</td> <td style="text-align: right;">21,300.00</td> </tr> <tr> <td style="text-align: right;">Less Trade Allowance:</td> <td style="text-align: right;">N/A</td> </tr> <tr> <td style="text-align: right;">Difference:</td> <td style="text-align: right;">21,300.00</td> </tr> <tr> <td style="text-align: right;">Payoff on Trade-In</td> <td style="text-align: right;">N/A</td> </tr> <tr> <td style="text-align: right;">Sales Tax:</td> <td style="text-align: right;">N/A</td> </tr> <tr> <td style="text-align: right;">:</td> <td style="text-align: right;">N/A</td> </tr> <tr> <td style="text-align: right;">Tag & Title Fee::</td> <td style="text-align: right;">N/A</td> </tr> <tr> <td colspan="2" style="height: 20px;"></td> </tr> <tr> <td style="text-align: right;">Shipping-1:</td> <td style="text-align: right;">500.00</td> </tr> <tr> <td colspan="2" style="height: 20px;"></td> </tr> <tr> <td style="text-align: right;">Total:</td> <td style="text-align: right;">21,800.00</td> </tr> <tr> <td style="text-align: right;">Less Cash Down Payment:</td> <td style="text-align: right;">N/A</td> </tr> <tr> <td style="text-align: right;">Deferred Down Payment:</td> <td style="text-align: right;">N/A</td> </tr> <tr> <td colspan="2" style="height: 20px;"></td> </tr> <tr> <td style="text-align: right;">BALANCE REMAINING:</td> <td style="text-align: right;">21,800.00</td> </tr> </table>	Price:	21,300.00	Less Trade Allowance:	N/A	Difference:	21,300.00	Payoff on Trade-In	N/A	Sales Tax:	N/A	:	N/A	Tag & Title Fee::	N/A			Shipping-1:	500.00			Total:	21,800.00	Less Cash Down Payment:	N/A	Deferred Down Payment:	N/A			BALANCE REMAINING:	21,800.00
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CONTRARY LANGUAGE DISCLOSURE The following applies to all vehicles sold as "DEMONSTRATOR" or "USED". The information you see on the window form (entitled "Buyer's Guide") for this vehicle is part of this contract. Information on the window form overrides any contrary provisions in the contract of sale. Buyer hereby acknowledges the presence of the above mentioned window form (BUYER'S GUIDE) on the purchased vehicle at time of delivery and receipt of the original of said form.

WILL NOT PROVIDE ANY LOANER VEHICLE

Buyer _____ Co-Buyer _____
 I UNDERSTAND NO VERBAL AGREEMENT WILL BE HONORED BY DEALER

ALL SALES FINAL

BUYER AGREES THAT HE HAS READ AND UNDERSTANDS THE TERMS AND CONDITIONS AND LIMITATIONS OR LIABILITY SET FORTH HEREIN AND AFFIXES HIS SIGNATURE IN CONFIRMATION OF HIS OFFER.

Buyer _____ Co-Buyer _____
 I UNDERSTAND NO VERBAL AGREEMENT WILL BE HONORED BY DEALER.
 I HAVE RECEIVED A COPY OF MY PURCHASE OPTION CONTRACT ON DELIVERY.

Accepted This Date 4/02/20
 By _____
 Purchase Order must be accepted by an officer or manager of the Company.

RESOLUTION 20-20
THE TOWN OF FOREST HEIGHTS

**A RESOLUTION TO PURCHASE A 2016 FORD POLICE INTERCEPTOR UTILITY
FROM CHICAGO MOTORS INC.**

Introduced by: Mayor Habeeb-Ullah Muhammad

WHEREAS, the Town Charter, § 33-63(f) authorizes the Town to forego the normal procurement process through cooperative purchasing in certain cases where another government entity has already made a competitive purchase of said item and therefore the Mayor and Council may, without soliciting bids, purchase the item in question at the bid price from the successful bidder, if the Mayor and Council determines that the bid price is competitive, and

WHEREAS, the Town Charter, § 33-63(g) further authorizes the Mayor and Council by a two-thirds vote to waive the competitive bidding requirements of said Charter section for good cause shown for sole source procurements of unique products and services, and that written findings as to the basis of such waiver shall be placed in the journal of the Council's proceedings, and

WHEREAS, the Town Ordinance Code, § 20.4(a)(6) states that upon written findings entered the journal, the Mayor and Council may exempt the purchase of a good or service from competitive selection processes when the purchase qualifies as a sole source procurement as a result of several circumstances including: One vendor is the only one qualified or eligible or is quite obviously the most qualified or eligible to provide the good or service or the procurement is of such a specialized nature or related to a specific geographic location that only a single source, by virtue of experience, expertise, proximity, or ownership of intellectual property rights, and could most satisfactorily provide the good or service, and

WHEREAS, the Town of Forest Heights has received funding through the State of Maryland Video Lottery Terminal program by way of a local impact grant, and has designated funds to start a vehicle replacement program for the Police Department and purchase slightly used vehicles without the involvement of a third party, and

WHEREAS, upon the recommendation and request from the Police Chief, the Mayor and Council desire to purchase a 2016 Ford Police Interceptor Utility from Chicago Motors (34,571 miles odometer reading) and have Chicago Motors ship the vehicle to the Police Department, and

WHEREAS, the Council and the Chief of Police find that it is prudent and necessary to purchase a fully equipped 2016 Ford Police Interceptor Utility vehicle to replace the 2016 Ford Police Interceptor Utility that was totaled during a pursuit crash in 2019, and

RESOLUTION 20-20
THE TOWN OF FOREST HEIGHTS

WHEREAS, the Treasurer has certified that the funds are available under line item 7074 and it has been verified that the Chicago Motors Inc. is a unique provider has made government sales, and the procurement is for items of a specialized nature in accordance with Section 20.4(a)(6) of the Ordinance Code for the Town of Forest Heights, and

NOW THEREFORE, BE IT RESOLVED that the Mayor and Town Council of the Town of Forest Heights, Maryland hereby authorize the Chief of Police to purchase a 2016 Ford Police Interceptor Utility from Chicago Motor Inc. for a price not to exceed \$19,995.00. This transaction will proceed as further described herein and in the above recitals which are incorporated by reference herein.

AND, BE IT FURTHER RESOLVED, that the Town Council of Forest Heights, Maryland hereby authorizes and approves the Mayor on behalf of the Town to execute any other related instrument or document necessary to carry out the intent of this Resolution.

AND, BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage.

PASSED this ____ day of April 2020.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland.

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD	_____
KENNEDY II	_____
NOBLE	_____
BARNES	_____
HINES	_____
WASHINGTON	_____
ATKINSON	_____

ATTEST:

MAYOR AND COUNCIL OF THE TOWN OF
FOREST HEIGHTS, MARYLAND

Sherletta Hawkins, Town Clerk

Habeeb-Ullah Muhammad, Mayor

RESOLUTION 20-20
THE TOWN OF FOREST HEIGHTS

Calvin Washington, Council President

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the ____ day of April 2020 with ____ Aye votes and ____ Nay vote the aforesaid Resolution __-20 passed.

Sherletta Hawkins, Town Clerk

[Exhibit]



Invoice

Chicago Motors Inc
 2553 W. CHICAGO AVE.
 CHICAGO, IL 60622
 Office Phone: 773-235-6500
 sales@chicagomotors.com

Invoice Number: 54130
Invoice Date: 04/02/2020
Payment Terms: Due Prior to
 Delivery
Invoice Amount: 19,995.00

Bill To / Ship To

Forest Heights Police Department
 5508 Arapahoe Drive
 Forest Heights, MD 20745
 Office Phone: 301-839-4040
 anrease@forestheightsmd.gov

Item Name	Unit Price	Total
R-4714 - 2016 Ford Explorer Police AWD VIN No. 1FM5K8AR2GGA29119 - 34,571 Miles - Black	19,995.00	
Shipping to 20745 Included in Price of Vehicle	0.00	

Comments:

TERMS AND CONDITIONS

1. Vehicles are sold AS-IS-WHERE-IS with no implied warranty or guarantee.
2. Payment will be due PRIOR to delivery.
3. Check made payable to Chicago Motors Inc.
4. Please send check via UPS or FedEx to Chicago Motors Inc. 2553 W. Chicago Ave. Chicago, IL 60622

Subtotal: \$ 19,995.00

Invoice Amount \$ 19,995.00

 Customer Signature & Date

 Seller Signature & Date



Town of Forest Heights

5508 ARAPAHOE DRIVE
FOREST HEIGHTS, MARYLAND 20745-1998
(301) 839-1030 Fax (301) 839-9236

Habeeb-Ullah Muhammad
Mayor

MEMORANDUM

To: Mayor and Council
From: Leittia Vaughn *lv*
Date: April 4, 2020
Re: Fiscal Year 2021 Tax Rates

The following documentation which is related to the establishment of Fiscal Year 2021 is being provided for your review and discussion during the Work Session:

- 2020 Constant Yield Tax Rate Certification – Commercial Real Property
- Constant Yield Tax Rate Comparison – Commercial Real Property

The Town has been exempted from the tax hearing requirements for the establishment of the Commercial Real Property Tax Rate.

- 2020 Constant Yield Tax Rate Certification – Noncommercial Real Property
- Constant Yield Tax Rate Comparison – Noncommercial Real Property
- Constant Yield Tax Rate Comparison – Rented Residential Real Property

The State Department of Assessment and Taxation (SDAT) did not provide a Certification separate from the Noncommercial Real Property for the Rental Residential Real Property. The Rented Residential Property is the new class established in Fiscal Year 2020. The number used for comparative purposes is based on the prior year property values with allowance for the increase in number of homes rented.

A resolution to adopt the constant yield tax rates provided by the SDAT is included in the Work Session packet for discussion. **If the Council is interested in proposing a tax rate that is higher than the SDAT Constant Yield Tax Rate for Noncommercial Real Property and Rented Residential Property a Tax Rate Hearing is required.**

Constant Yield Tax Rate

The constant yield tax rate is calculated by the State of Maryland Department of Assessments and Taxation (SDAT) for each taxing authority in the State. It represents the real property tax rate for the coming tax year that will generate the same amount of revenue that was generated during the current tax year.

The Constant Yield Tax Rate to be adopted by the Council will either: increase, decrease or remain the same.

In Fiscal Year 2021, The Town has 3 classes of Real Property:

- Commercial Real Property (Business)
- Noncommercial Real Property (Residential)
- Rented Residential Property

The Commercial Real Property (Business) has been classified as EXEMPT by the Maryland State Department of Assessments and Taxation; therefore the Constant Yield Tax Rate for Commercial Real Property can be established by the Council without a formal hearing. The Commercial Tax Rate was set at .6300 for FY 2020.

The Noncommercial Real Property (Residential) was set at \$.5473 for FY 2020. The Constant Yield Tax Rate certified by the Maryland State Department of Assessments and Taxation is \$.5269; this rate would ensure that the level of revenue would remain approximately the same from FY 2020 to FY 2021.

The class of Rented Residential Real Property did not receive a separate 2020 Constant Yield Tax Rate Certification. The rate for Rented Residential Real Property was set at \$.5473 for FY 2020. Having not received a separate certification from SDAT, the Constant Yield Tax Rate to be applied is \$.5269; this rate would ensure that the level of revenue would remain approximately the same from FY 2020 to FY 2021.

The Real Property Tax Revenue is to provide Town Services, for the support and function of the Administrative, Public Works, Police Department, social programs, town improvements and upkeep, street repairs and snow removal. The Police Department functions are additionally supported by revenue from the Speed Camera and grant money from the Governor's Office.



DEPARTMENT OF
ASSESSMENTS AND TAXATION

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Michael L. Higgs, Jr., Director

Date: February 14, 2020
To: All Municipal Taxing Authorities
From: Michael Higgs, Director
RE: 2020/21 Constant Yield Tax Rate – Instructions

The Department of Assessments and Taxation is charged with administering the Constant Yield Tax Rate law. The law is found in two separate sections of the Tax-Property Article, §§ 2-205 and 6-308. The latter section contains the provisions that must be followed by taxing authorities. We are here to answer your questions and assist you in complying with this law.

Municipal corporations may set any tax rate for personal property without regard to the Constant Yield Tax Rate process. However, failure to comply with the Constant Yield Tax Rate law could have serious consequences for your jurisdiction.

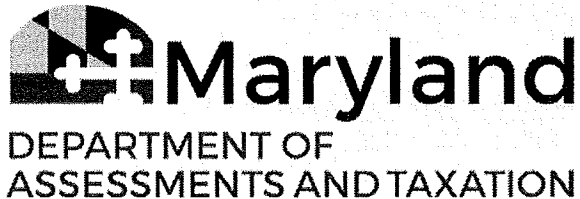
Concept

The Constant Yield Tax Rate is calculated by the Department for each taxing authority in Maryland. It represents the Real Property Tax Rate for the coming tax year that will generate the same amount of revenue that was generated during the current tax year. As assessments increase, the Constant Yield Tax Rate decreases. Implicit in this concept is the idea that *a tax rate at or below the existing tax rate is a tax increase if it is higher than the constant yield tax rate*. When a taxing authority plans to impose a Real Property Tax Rate that is higher than the Constant Yield Tax Rate, it must advertise the tax increase and hold a public hearing. If the taxing authority plans to maintain its Real Property Tax Rate at the current level, but above the Constant Yield Tax Rate, it must be advertised and a hearing must be held.

For the upcoming tax year, the assessable base of some taxing authorities has decreased. Therefore, the Constant Yield Tax Rate for those jurisdictions will actually be higher than the Real Property Tax Rate for the current year. However, the legal requirements for adopting a tax rate above the Constant Yield Tax Rate remain the same. Accordingly, any taxing authority that is proposing a tax rate above the Constant Yield Tax Rate must comply with the enclosed instructions.

If the taxing authority plans to set a Real Property Tax Rate that is *equal to or less than* the Constant Yield Tax Rate, then the Constant Yield Tax Rate statute **does not** require a notice or a hearing.

Real Property Division
300 W. Preston St., Room 605, Baltimore, MD 21201
www.dat.maryland.gov
410-767-1199 (phone) 1-800-552-7724 (MD Relay)
410-333-7275 (fax) 1-888-246-5941 (toll free)



Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Michael L. Higgs, Jr., Director

MEMORANDUM

Date: February 14, 2020
To: Municipal Corporation Taxing Authorities
From: Michael Higgs, Director
Re: 2020/21 Constant Yield Tax Rate – Exemption

Section 6-308 of the Tax-Property Article, Annotated Code of Maryland, requires the Department of Assessments and Taxation to certify to all taxing authorities a Constant Yield Tax Rate that will produce the same revenue in the coming taxable year that was produced in the prior taxable year. This does not prevent the reduction of the tax rate.

Section 2-205(d) states that:

"The Director shall exempt a municipal corporation from the constant yield tax rate provisions of § 6-308 of this article if a difference of less than \$25,000 exists between:

- (1) The property tax revenue that is provided by applying the municipal corporation real property tax rate for the preceding taxable year to the estimated assessment of all real property in the municipal corporation; and
- (2) The property tax revenue that is provided by applying the constant yield tax rate for the next taxable year to the estimated assessment of all real property in the municipal corporation."

This is to certify that your jurisdiction has been exempted from the provisions of § 6-308 of the Tax-Property Article.

Attached is Form CYTR#1 which shows your Constant Yield Tax Rate exemption and also includes an estimate of the assessable real property base for the 2020/21 taxable year.

If you have any questions, please contact Zachary Grisard at our Headquarters Office in Baltimore at (410) 767-6259.

Real Property Division
300 W. Preston St., Room 605, Baltimore, MD 21201
www.dat.maryland.gov
410-767-1199 (phone) 1-800-552-7724 (MD Relay)
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2020 Constant Yield Tax Rate Certification

Taxing authority: Forest Heights
Commercial Real Property

1	1-Jul-2019	Gross assessable real property base	\$	8,146,218
2	1-Jul-2019	Homestead Tax Credit	-	0
3	1-Jul-2019	Net assessable real property base		8,146,218
4	1-Jul-2019	Actual local tax rate (per \$100)	x	0.6300
5	1-Jul-2019	Potential revenue	\$	51,321
6	1-Jul-2020	Estimated assessable base	\$	8,432,703
7	1-Jan-2020	Half year new construction	-	0
8	1-Jul-2020	Estimated full year new construction*	-	0
9	1-Jul-2020	Estimated abatements and deletions**	-	0
10	1-Jul-2020	Net assessable real property base	\$	8,432,703

11	1-Jul-2019	Potential revenue	\$	51,321
12	1-Jul-2020	Net assessable real property base	÷	8,432,703
13	1-Jul-2020	Constant yield tax rate	\$	0.6086

EXEMPT

Certified by



Director

* Includes one-quarter year new construction where applicable.

**Actual + estimated as of July 1, 2020, including Homestead Tax Credit.

Form CYTR #1

TOWN OF FOREST HEIGHTS

Constant Yield Tax Rate Comparison - Commercial Real Property: Projections for Fiscal Year 2021

State Department of Assessments and Taxation (SDAT) Certification

July 1, 2020 - Net assessable real property base:	\$8,432,703
July 1, 2020 - Constant yield tax rate:	<u>0.6086</u>
Potential Revenue	<u><u>\$51,321</u></u>

Current FY 2020 Commercial Property Tax Rate

July 1, 2020 - Net assessable real property base:	\$8,432,703
FY 2020 - Commercial Property Tax Rate (current):	<u>0.6300</u>
Potential Revenue	<u><u>\$53,126</u></u>

An adoption to keep the current rate of 0.6300 would yield an approximate additional revenue of \$1,805.

Note: Town has been exempted from the tax hearing requirements for the establishment of the Commercial Real Property Tax Rate.

2020 Constant Yield Tax Rate Certification

Taxing authority: Forest Heights
Noncommercial Real Property

1	1-Jul-2019	Gross assessable real property base	\$	195,509,242
2	1-Jul-2019	Homestead Tax Credit	-	<u>4,155,251</u>
3	1-Jul-2019	Net assessable real property base		191,353,991
4	1-Jul-2019	Actual local tax rate (per \$100)	x	<u>0.5473</u>
5	1-Jul-2019	Potential revenue	\$	1,047,280
6	1-Jul-2020	Estimated assessable base	\$	202,384,870
7	1-Jan-2020	Half year new construction	-	0
8	1-Jul-2020	Estimated full year new construction*	-	0
9	1-Jul-2020	Estimated abatements and deletions**	-	<u>3,635,800</u>
10	1-Jul-2020	Net assessable real property base	\$	198,749,070

11	1-Jul-2019	Potential revenue	\$	1,047,280
12	1-Jul-2020	Net assessable real property base	÷	198,749,070
13	1-Jul-2020	Constant yield tax rate	\$	<u>0.5269</u>

Certified by



Director

* Includes one-quarter year new construction where applicable.

**Actual + estimated as of July 1, 2020, including Homestead Tax Credit.

Form CYTR #1

TOWN OF FOREST HEIGHTS

Constant Yield Tax Rate Comparison - Noncommercial Real Property: Projections for Fiscal Year 2021

State Department of Assessments and Taxation (SDAT) Certification

July 1, 2020 - Net assessable real property base:	\$198,749,070
Less: Projected assessable Rented Residential Real Property	<u>-\$20,828,985</u>
Adjusted Net assessable real property base:	\$177,920,085 *
July 1, 2020 - Constant yield tax rate:	<u>0.5269</u>
Potential Revenue	<u><u>\$937,461</u></u>

Current FY 2020 Noncommercial Property Tax Rate

July 1, 2020 - Adjusted Net Noncommercial assessable real property base:	\$177,920,085 *
FY 2020 - Constant yield tax rate (current):	<u>0.5473</u>
Potential Revenue	<u><u>\$973,757</u></u>

An adoption to keep the current rate of 0.5473 would yield an approximate additional revenue of \$36,296.

* The Net assessable real property tax base for Noncommercial Property has been adjusted to reflect the transfer of Rented Residential Property to the new tax class established by Ordinance 04-18.

TOWN OF FOREST HEIGHTS

Constant Yield Tax Rate Comparision

Projections for Fiscal Year 2021 - Rented Residential Real Property:

Projected assessable Rented Residential Real Property

July 1, 2020 - Adjusted Net Rented Residential assessable real property base:	\$20,828,985 *
July 1, 2020 - Constant yield tax rate:	<u>0.5269</u>
Potential Revenue	<u><u>\$109,748</u></u>

Projection - Current FY 2020 Rented Residential Property Tax Rate

July 1, 2020 - Adjusted Net assessable real property base:	\$20,828,985 *
FY 2020 - Constant yield tax rate (current):	<u>0.5473</u>
Potential Revenue	<u><u>\$113,997</u></u>

An adoption to keep the current rate of 0.5473 would yield an approximate additional revenue of \$4,249.

* The Adjusted Net Rented Residential assessable real property base is reflective of the transfer of Rented Residential Property to the new tax class established by Ordinance 04-18. This number is estimated based on the prior year property values with an allowance for the increase in the number of homes rented.

MAYOR AND TOWN COUNCIL
THE TOWN OF FOREST HEIGHTS

RESOLUTION 21 - 20

**A RESOLUTION TO SETFORTH AND ESTABLISH THE TOWN'S REAL
PROPERTY TAX RATE FOR FISCAL YEAR 2021**

Introduced by: TOWN COUNCIL

WHEREAS, pursuant to Section 33-44 of the Town Charter, the Mayor, on such date as the Council shall determine, but at least thirty-two days before the beginning of any fiscal year, shall submit a budget to the Council; and

WHEREAS, pursuant to Section 33-45 of the Town Charter, before adopting the budget the Council shall hold a public hearing thereon after two weeks' notice thereof in some newspaper or newspapers having general circulation within the municipality; and

WHEREAS, pursuant to Section 33-51 of the Town Charter all real property and all tangible personal property within the corporate limits of the Town, or personal (business) property which may have a situs there by reason of the residence of the owner therein, shall be subject to taxation for municipal purposes, and the assessment used shall be the same as that for State and County taxes; and

WHEREAS, pursuant to Section 33-52 of the Town Charter, from the effective date of the budget, the amount stated therein as the amount to be raised by the property tax shall constitute a determination of the amount of the tax levy in the corresponding tax year; and

WHEREAS, the current Real Property Tax Rate for the Town of Forest Heights was set at \$.5473 per \$100 of assessment effective July 1, 2019; and

WHEREAS, according to the State Department of Assessments and Taxation, the Town's real property assessable base will increase for Fiscal Year 2021 by 3.9%, from \$191,353,991 to \$198,749,070.

NOW THEREFORE BE IT RESOLVED that subject to the pending final approval of the FY 2021 Budget and annual tax levy to be stated therein, the Mayor and Town Council of The Town of Forest Heights, Maryland hereby agrees to adopt and intends to establish a real property tax rate of \$.5269 per \$100 of assessment (for noncommercial real property);

MAYOR AND TOWN COUNCIL
THE TOWN OF FOREST HEIGHTS
RESOLUTION 21 - 20

NOW THEREFORE BE IT RESOLVED that SDAT has declared the Town exempt for FY 2021 from the requirements of the CYTR law regarding commercial real property; however subject to the pending final approval of the FY 2021 Budget, the Mayor and Town Council of The Town of Forest Heights, Maryland hereby agrees to adopt and intends to establish a real property tax rate of \$.6026 per \$100 of assessment (for commercial real property);

NOW THEREFORE BE IT RESOLVED that the Town adopted a new class of Real Property to be established in FY 2020, Rented Residential, and has received no certification from SDAT but previously assessed at the noncommercial tax rate of \$.5473 per hundred, however subject to the pending final approval of the FY 2021 Budget, the Mayor and Town Council of The Town of Forest Heights, Maryland hereby agrees to adopt and intends to establish a real property tax rate of \$.5269 per \$100 of assessment (for rented residential real property).

AND BE IT FURTHER RESOLVED that this Resolution shall take effect July 1, 2020.

PASSED this 15th day of April 2020.

APPROVED:

By Order of the Town Council of

The Town of Forest Heights, Maryland

ATTEST:

MAYOR AND COUNCIL OF THE TOWN OF
FOREST HEIGHTS, MARYLAND

Sherletta Hawkins, Town Clerk

_____(SEAL)
Habeeb-Ullah Muhammad, Mayor

Calvin Washington, Council President

MAYOR AND TOWN COUNCIL
THE TOWN OF FOREST HEIGHTS
RESOLUTION 21 - 20

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the 15th day of April 2020 this Resolution __ - 20 was enacted and approved with Aye votes and ____ Nay votes.

Sherletta Hawkins, Town Clerk

**Town of Forest Heights
Treasurer's Report
April 6, 2020**

- Updated -

	Bank Acct Balance <u>04/03/20</u>	Quickbook Balance <u>03/31/20</u>	Quickbook Balance <u>03/31/19</u>
TD Bank General Fund	392,175.93	373,286.33	193,045.21
TD Bank Rainy Day Fund	157,132.40	157,132.40	154,132.40
TD Bank Speed Camera	2,913,427.22	2,902,239.22	2,896,642.35
TD Bank Municipal Money Market	<u>213,664.59</u>	<u>213,664.59</u>	<u>213,364.59</u>
	<u>3,676,400.14</u>	<u>3,646,322.54</u>	<u>3,457,184.55</u>

General Fund Highlights:

1. Real Estate Tax distribution - \$7,332.00
2. Local Income Tax distribution - \$5,949.61
3. Highway User distribution - \$16,823.49
4. Waste Rebate - \$1,999.00
5. MD Dept of Planning Census Grant distribution - \$23,600.00
6. GOCCP Grant distribution - \$12,353.00
7. LGIT loss proceeds on police vehicle - \$18,950.00